

SECURITY AND MAINTENANCE PLAN

For Bars and Live Entertainment Use Permits



Scottsdale Police Department, 3700 North 75th Street, Scottsdale, AZ 85251

480.312.5000

FAX 480.312.2030

Establishment: _____

Address: _____

Business Phone: _____

Business FAX: _____

Maximum Occupancy: _____

Effective Date of the Plan: _____

Date of Plan Review: _____

Use Permit Issue Date: _____

Liquor License Number: _____

Contact Person (1): _____

Home Phone: _____

Contact Person (2): _____

Home Phone: _____

I. Purpose of the Plan

This plan addresses security measures for an establishment whose use shall require a Security Plan pursuant to Scottsdale Revised Codes.

This Security Plan's purpose is to comply with the Security Plan conditions and/or requirements set forth in a Use Permit, and to address the concerns of the zoning ordinance regarding:

Any significant increase in vehicular or pedestrian traffic.

Adequate control of disruptive behavior both inside and outside the premises.

Compatibility with surrounding structures and uses.

Deterioration of the neighborhood or to the downgrading of property values.

To assist in providing an environment that may enhance safeguarding of property and public welfare, as well as reduce the necessity for calls for service from law enforcement agencies.

II. Plan of Operation: Program Plan and Hours

1. Permittee: _____
Type of Organization: ☐ Arizona Corporation ☐ Corporation
 ☐ Sole Proprietorship ☐ LLC
 ☐ Partnership ☐ Other
2. Managing Agents Name: _____
 Title: _____
 Address: _____
 Phone Numbers: _____
 Fax or Other Numbers: _____
3. Business Owner(s) (if different than Managing Agent) Name, Address, Phone: _____
4. Property Owner or Property Manager (if different from Managing Agent) Name, Address, Phone: _____

5. Hours of Operation:

| | <u>Peak/Non-Peak Night</u> | <u>Open to Customers</u> | <u>Liquor Sale Begin</u> | <u>Liquor Sale Ends</u> | <u>Closed to Customers</u> |
|-----------|----------------------------|--------------------------|--------------------------|-------------------------|----------------------------|
| Monday | | | | | |
| Tuesday | | | | | |
| Wednesday | | | | | |
| Thursday | | | | | |
| Friday | | | | | |
| Saturday | | | | | |
| Sunday | | | | | |

6. Promotional Events (Ladies Night, Teen Nights, etc.)(attach or describe):

7. Program Format/Entertainment/Advertising (attach or describe): i.e. The Pink Elephant intends to cater to persons 35 to 55 years old, utilize oldies music, and provide sports events/programming.

- a. Live entertainment and live music shall terminate no later than 12:55 p.m. nor before 8:00 a.m., as approved in the Use Permit.
- b. Music and amplified sound shall terminate at closing and is subject to City noise and other ordinances.

8. Special Events:

- a. Notice must be given by Permittee to City of Scottsdale Planning and Development at the address above at least twenty (20) days prior to conducting Special Events on the premises. "Special Events" are any program formats varying from the regular format and audiences described or provided above organized or planned by Permittee. Scottsdale requires separate licenses for outdoor special events.
- b. Additional security or revisions to this Plan may be required by the Scottsdale Special Events Committee (program formats varying from the regular format described above).
- c. Permittee must be separately licensed to conduct After Hours, Teen Nights, Outdoor Event/Special Events, Special Liquor License Events, Extensions of Premises, and separately approved Security Plans (or amendments to this Plan). See Scottsdale City Code for requirements.

9. Cooperation/Complaints/Concerns:

- a. Permittee will maintain communications with establishments located on and adjacent to the premises, and with residents and other businesses that may be affected by patrons or operations of the Permittee. Permittee designates the following person to receive and respond to concerns or complaints from other residents or businesses:

Employee Name:

Names of Effected Businesses Within 300 (three hundred) feet of Permittee (use a continuation page, if necessary):

- 1)
 - 2)
 - 3)
 - 4)
 - 5)
- b. Permittee, managing agents, on-duty managers, supervisors and security personnel will cooperate closely with Scottsdale Police, officers, City of Scottsdale Code Enforcement staff and neighbors in addressing and investigating complaints and concerns.
- c. Permittee's managing agent(s) shall meet with Scottsdale Police Department when requested by the Scottsdale Police Bike Unit Sergeant or his representative, or District Commander.
- d. Site/Building Information
- 1) A diagram of the exterior and interior of the establishment is appended.

Outline of Security and Maintenance Plan

1. Dress Code for Civilian Security Personnel
2. Security Officer Responsibilities
3. Management Responsibilities
4. Uniformed Sworn Officer Responsibilities
5. Guest Parking Plan
6. Refuse Plan
7. Safety Plan
8. Dates of After-Hours Operation
9. Enforcement of Security Plan by the City of Scottsdale

Security and Maintenance Plan

1. Dress Codes

Security personnel must be readily identifiable to police, patrons, and other (NAME OF BUSINESS) _____ security members. Dress code for Civilian Security Personnel, Manager, and Assistant Manager:

- a. Shirt: Black shirt with word "Security" on back in two-inch white letters centered approximately four-inches below top edge of neck, and (NAME OF BUSINESS) _____ on front in smaller white font.
- b. Jacket: During the cold nights, a black jacket with the word "Security" on back in two-inch white letters centered approximately four-inches below top edge of neck, and (NAME OF BUSINESS) _____ "Security" on front in smaller white font.
- c. Radio: Used as a means of maintaining constant communication inside and outside the building. All management and security employees must carry radios.

2. Security Officer Responsibilities:

Security officer responsibilities must be clearly delineated. There will be a minimum of ____ uniformed (wearing the above-described uniform) security officers working on peak nights whose responsibilities will be as follows:

- a. ____ officer will be responsible for roaming the interior of the business and identifying hazards, problems, and maintaining guest safety. Civilian Security Officers will be responsible for patrolling the full property of the liquor establishment during all hours when patrons are in the establishment, outside the establishment, and in the establishment parking areas. During After Hours, if applicable, the security officer will assist sworn officers in removing all guests in a safe manner, then assisting the uniformed sworn officers (when utilized) in (NAME OF BUSINESS) _____ and nearby areas until 0500 hours or until all guests have left the area.
- b. ____ officers will be responsible for checking identifications at the front door. All identifications must meet the minimum criteria for Arizona Revised Statutes Title 4 to allow access to the interior of the Liquor

Establishment, including during the time period of After-Hours, if applicable. Additional duties will be as follows; access control, counting of patrons, prevention of intoxicated persons from entering (NAME OF BUSINESS) _____. At 0115 hours, these security officers will assist (NAME OF BUSINESS) _____ staff in removing all guests in a safe manner, then assisting the uniformed sworn officers (when applicable) in patrolling the exterior of (NAME OF BUSINESS) _____ and nearby areas until 0200 hours or until all guests have left the area.

- c. ____ officer will be responsible for conducting roaming patrol of the exterior of (NAME OF BUSINESS) _____ in an effort to prevent criminal behavior and maintain the peace. During After Hours, if applicable, at 0400 hours, this security officer will assist (NAME OF BUSINESS) _____ in removing all guests in a safe manner, then assisting the uniformed sworn officer in patrolling the exterior of (NAME OF BUSINESS) _____ and nearby areas until 0500 hours or until all guests have left the area.
- d. Report all acts of violence to management personnel, complete a written report, log the act of violence, and contact Scottsdale Police Department immediately. Liquor establishment management/ownership remains ultimate responsibility for the recording of the act of violence, logging of the act of violence, and reporting of the act of violence

3. Management Responsibilities

Managers, assistant managers, and person(s)-in-charge responsibilities will be clearly delineated.

- a. There will be a minimum of ____ managers available during peak nights.
- b. There shall be a general manager and one assistant manager on duty all hours while open for business and for thirty minutes after closing.
- c. A manager shall be identified as the "Security Manager" and be responsible for insuring that a safe environment exists, for the supervision of all security personnel and that all security personnel as identified here shall meet or exceed the requirements established by A.R.S. 32-2621 through A.R.S. 32-2636, as amended, relating to security personnel and guards, and any regulation issued pursuant thereto.
- d. The senior manager on duty will ensure that all employees, security staff, and off-duty law enforcement officers shall be trained and knowledgeable about the contents of this Plan.
- e. A security manager will be on duty until one hour after closing or the last security officer is off duty, whichever occurs last.

4. Uniformed Sworn Officer Responsibilities:

Off-duty law enforcement officer responsibilities must be clearly delineated. There will be a minimum of ____ uniformed sworn officers assigned to the following responsibilities.

- a. Maintain radio communication with (NAME OF BUSINESS) _____ security officers, staff and management.
- b. Conduct traffic control as needed.
- c. Assist civilian security officers in removal of disorderly and/or intoxicated guests.
- d. Maintain the peace outside of the liquor establishment until 0200 hours or until all patrons have left the area, whichever occurs last.
- e. From 0100 until 0200 hours, patrol the exterior portions of (NAME OF BUSINESS) _____ to maintain the peace, as well as prevent criminal acts. All acts of violence must be reported to the Department of Liquor Licenses and Control, even when a victim is not available.
- f. If a valet is utilized, maintain the peace in the area of the valet.
- g. Assist Security Officers with maintaining order in the entrance line.
- h. Customers will be discouraged from committing criminal offenses in the area after closing. Enforcement action will be taken as necessary.
- i. Report all acts of violence to management personnel and contact Scottsdale Police Department for assistance as required, above.

5. Guest Parking Plan

In order to reduce criminal activity that negatively affects the nearby businesses, a well-illuminated guest-parking site has been established. Patron parking areas will be well controlled for the safety of patrons, their property, and that of nearby businesses.

- a. (NAME OF BUSINESS) _____ will maintain a minimum of ____ parking spaces.
- b. (NAME OF BUSINESS) _____ may utilize a valet system, but application to the City of Scottsdale will conform to all existing valet rules.
- c. A Parking Study and diagram is appended. The Parking Study and diagram will include a description of the parking area, the specific location, and number of spaces utilized for patrons and employees.
- d. (NAME OF BUSINESS) _____ will insure that parking areas utilized by patrons and employees will be supervised by the Permittee to ensure that the parking areas are not used as a gathering place, for consumption of spirituous liquor, for violations of state or city law, acts of violence, or disorderly conduct. The Permittee will ensure that all patrons have left the parking areas within thirty minutes after the designated closing time.

6. Refuse Plan

Citizen surveys and police calls for service both indicate that businesses in the downtown area have complained about liquor establishments' lack of responsibility in this area.

- a. Refuse containers will be emptied within twenty-four hours of a special event.
- b. (NAME OF BUSINESS) _____ management will be responsible for cleaning and refuse pick-up for any refuse found within three hundred feet of the business, patron parking lot(s), and employee parking lot(s). All bottles, trash, and refuse found on streets, sidewalks, private

property, and empty lots within the above-designated areas will be placed in (NAME OF BUSINESS) _____ refuse container.

7. Safety Plan

(NAME OF BUSINESS) _____ has established this safety plan which incorporates and addresses the issue of duration of security officer responsibilities, reporting acts of violence to Department of Liquor License and Controls, assistance in police investigations, incidents of criminal trespass, and disorderly patrons.

- a. Duration of Security Responsibilities; Responsibility for providing security to patrons, employees and the public will extend to the established parking areas as identified in the parking plan from at least one hour before opening to at least one hour after the end of business on Thursday, Friday, or Saturday nights (Sunday mornings) or on any other day when conducting special events.
- b. Reporting Acts of Violence: All acts of violence inside and outside of (NAME OF BUSINESS) _____ including the parking areas designated in the Guest Parking Plan (and valet services parking areas, if utilized) shall be reported to an on duty manager and/or owner immediately. Scottsdale Police Department will be called immediately and an Arizona Department of Liquor Licenses and Control (DLLC) Licensee's Report of Act of Violence form will be completed. This report will be completed and forwarded to the DLLC regardless of the action taken by the police department.
- c. Assistance to Police Investigations; It is mandatory that any employee, including owners, managers, assistant managers, and staff will reasonably cooperate with any police investigation, and the subsequent prosecution regarding arrests made on or relating to the premises resulting from a need to maintain the peace or public order, or resulting from a request by our establishment to investigate any potential criminal act.
- d. Incidents of Criminal Trespass; During investigation and complaints of Criminal Trespass where the establishment is a victim, (NAME OF BUSINESS) _____ manager will act as an arresting citizen if uniformed sworn officers are not available.
- e. Disorderly patrons; Disorderly patrons will be safely escorted from the establishment by security officers and/or uniformed sworn officers. Disorderly patrons will be turned over to uniformed sworn officers for disposition, when employed.
- f. Persons Under 21 Years of Age; Permittee agrees that a person under twenty-one years of age will not be allowed on the premises where liquor is sold, dispensed or consumed unless:
 - 1) The person is accompanied by a spouse, parent or legal guardian who is at least twenty-one (21) years of age or is an on-duty employee of the Permittee, OR
 - 2) The primary purpose of the premises is serving food; OR

- 3) The primary purpose of the premises is a patron participatory recreation activity limited to the minor's participation in any of the following sport activities: bowling, golf, football, or basketball.
- g. Management; Permittee agrees to provide the following minimum number of Managers ____, Assistant Managers ____, when the Permittee is open for business. On duty managers are responsible for supervision of all employees, security personnel, off-duty sworn law enforcement officers, agents, and shall identify all employees, personnel, and agents on the premises when requested by City of Scottsdale employees.

8. Special Events

All special events or promotional events (i.e. Ladies Night, Teen Night, etc.) must be identified in writing for the upcoming year within ten days of approval of this permit. A copy of these dates faxed to the Scottsdale Police Bike Unit with a specific list of the dates that special events will be conducted. This notification is not an authorization, but a notice of intent. Permittee understands that the notification of special events related to this permit are necessary for the following reasons:

- a. Preparation: Special and promotional events often tax police resources more than liquor establishments during regular hours. Prior notice will allow police to prepare for the events.
- b. Inspections: Police inspections can be performed of the special events, the establishment, and at any time when there are any occupants of the liquor establishment.
- c. Operation of special events or promotional events on dates not identified by (NAME OF BUSINESS) _____ list of dates for the upcoming year will result of immediate closure of the liquor establishment's special event, as well as place (NAME OF BUSINESS) _____ in noncompliance.

9. Enforcement of Security Plan by City of Scottsdale

- a. The Permittee agrees that successful execution and enforcement of this Plan are a requirement and condition of Scottsdale's Use Permit. Termination, cancellation or non-approval of the Plan constitutes a breach of any condition requiring the existence of an approved Security Plan.
- b. Violations of this Security Plan will be enforceable by City of Scottsdale Police Officers and/or Code Enforcement employees.
- c. Violation, amendment, revocation, as defined in Scottsdale City Zoning Code Sec. 1.402. Conditional use permits which have been approved by the City Council shall be subject the following procedures and criteria regarding any violation, amendment, or revocation.
 - 1) Violation. The violation of any condition imposed by the conditional use permit shall constitute a violation of this

ordinance and shall be subject to the requirements of Section 1.1300.

- 2) Amendment. Conditional uses shall be developed in conformance to the approved plans as determined by the Zoning Administrator. An amendment to a conditional use permit is required before implementation of any material change in the scope and nature of an approved conditional use, material change in any conditions or stipulations to a conditional use permit or material change in the physical size, placement or structure of property subject to a conditional use permit. The Zoning Administrator shall have the discretion to determine if a proposed change warrants an amendment. An amendment must be approved as provided in Section 1.400 et seq. for the approval of conditional use permits.
- d. Revocation of the Plan. The Zoning Administrator may recommend to the Board of Adjustment and the board may effect revocation of a conditional use permit pursuant to Section 1.807 of the Scottsdale Zoning Code for acts including but not limited to:
 - 1) A violation of the Plan.
 - 2) Violation of the conditions of the Use Permit.
 - 3) Violation of Scottsdale ordinances or law.
 - 4) Repeated acts of violence or disorderly conduct as reflected by police calls for service or offenses occurring on premises utilized by patrons of the Permittee, or failure to report acts of violence
 - 5) Failure of the Permittee to take reasonable steps to protect the safety of persons entering, leaving or remaining on the premises when the Permittee knew or should have known of the danger to such person, or the Permittee fails to take reasonable steps to intervene by notifying law enforcement officials or otherwise to prevent or break up an act of violence or an altercation occurring on the premises or on premises utilized by patrons and employees of the Permittee when the Permittee knew or reasonably should have known of such acts of violence or altercations
 - 6) Any enlargement or expansion of the premises, plan of operation or program format without appropriate approval from Scottsdale.
 - 7) Misrepresentations or material misstatements of the Permittee, its agents or employees.
- e. Dissemination of the Security Plan
 - 1) A copy of this Security Plan must be provided to each security officer and off-duty sworn law enforcement officer employed by the establishment, manager, and assistant manager.
 - 2) A reading log will be maintained, and will be signed by each of the above persons (8.d.1) when they have read and understand this plan. Each security employee must read the plan once per year, or when there are any changes to the plan.

- 3) A current copy of the plan will be maintained on the premises at all times.
- 4) A current copy of this plan must be made available upon request of any code enforcement officer or police officer.
- 5) Failure to conform to this plan will be considered a violation of the plan.
- f. Termination of the Plan.
This Plan may terminate on the date that the Permittee's Use Permit terminates, or two (2) years from the Security Plan's effective date, whichever occurs first, unless otherwise provided herein.
- g. Meetings.
Management of Permittee shall arrange meetings with a representative of the Scottsdale Police Department regarding incidents of disorderly conduct, safety, identification verification, and general security issues when deemed necessary by the District Commander or his representative.

Enclosures:

1. Names of Effected Businesses
2. Parking Plan – Including Patron and Employee Parking, both on- and off-site.
3. Diagram – Including Exterior and Interior Areas

APPLICANT:

Name:

Title:

Address:

City & State:

Telephone:

Date Signed:

APPROVED:

Scottsdale Police Department
3700 North 75th Street
Scottsdale, AZ 85251
480.312.5000

Police Bike Unit FAX 480.312.2030